

Lamar University
Educational Technology Leadership Internship

Part 1

Field-based Activities Weekly Report

Instructions: Enter the total number of internship hours that you had worked at the start of the week in the upper right cell. Remember that you must log a **minimum of 50 hours** of field-based experience. For each day, enter a brief description of your internship activities for that day in the top row. Remember to include the ISTE Technology Facilitation standards. Use the second row for each day to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the day.) Enter the hours you worked for each day at the end of the row. Total the week's hours, then enter the total number of internship hours that you have worked as of the end of the week.

Date: September 12,2010- September 18, 2010 Total Internship hours at the start of the week:			59.75
Day	Functions		Hrs
Mon	Day's Activities		
	Communication with Supervisor		
Tue	Day's Activities		
	Communication with Supervisor		
Wed	Day's Activities	Met with representatives for the Catema internet tower installation project.	1.5
	Communication with Supervisor	Gave summary of meeting with Catema.	
Thur	Day's Activities		
	Communication with Supervisor		
Fri	Day's Activities		
	Communication with Supervisor		
Sat	Day's Activities		
	Communication with Supervisor		
Sun	Day's Activities		
	Communication with Supervisor		
Hours worked this week:			1.5
Total internship hours to date including this week:			61.25

Lamar University
Educational Technology Leadership Internship

Part 1

Field-based Activities Weekly Report

Instructions: Enter the total number of internship hours that you had worked at the start of the week in the upper right cell. Remember that you must log a **minimum of 50 hours** of field-based experience. For each day, enter a brief description of your internship activities for that day in the top row. Remember to include the ISTE Technology Facilitation standards. Use the second row for each day to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the day.) Enter the hours you worked for each day at the end of the row. Total the week's hours, then enter the total number of internship hours that you have worked as of the end of the week.

Date: September 19,2010- September 25, 2010 Total Internship hours at the start of the week:			61.25
Day	Functions		Hrs
Mon	Day's Activities	Administrators meeting to discuss plan for updating network infrastructure.	2
	Communication with Supervisor		
Tue	Day's Activities	Walk through with CTSI to evaluate network infrastructure needs assessment. Prepare for proposal.	7
	Communication with Supervisor		
Wed	Day's Activities		
	Communication with Supervisor		
Thur	Day's Activities	Met with Jeff Baum(Business Manager) to discuss budgetary issues with network project.	1
	Communication with Supervisor	none	
Fri	Day's Activities		
	Communication with Supervisor		
Sat	Day's Activities		
	Communication with Supervisor		
Sun	Day's Activities		
	Communication with Supervisor		
Hours worked this week:			10
Total internship hours to date including this week:			71.25

Lamar University
Educational Technology Leadership Internship

Part 1

Field-based Activities Weekly Report

Instructions: Enter the total number of internship hours that you had worked at the start of the week in the upper right cell. Remember that you must log a **minimum of 50 hours** of field-based experience. For each day, enter a brief description of your internship activities for that day in the top row. Remember to include the ISTE Technology Facilitation standards. Use the second row for each day to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the day.) Enter the hours you worked for each day at the end of the row. Total the week's hours, then enter the total number of internship hours that you have worked as of the end of the week.

Date: October 10, 2010- October 16, 2010		Total Internship hours at the start of the week:	71.25
Day	Functions		Hrs
Mon	Day's Activities	Met with Region 17 Service Center to discuss E-rate.	3.5
	Communication with Supervisor		
Tue	Day's Activities		
	Communication with Supervisor		
Wed	Day's Activities		
	Communication with Supervisor		
Thur	Day's Activities		
	Communication with Supervisor		
Fri	Day's Activities		
	Communication with Supervisor		
Sat	Day's Activities		
	Communication with Supervisor		
Sun	Day's Activities		
	Communication with Supervisor		
Hours worked this week:			3.5
Total internship hours to date including this week:			78.25

Lamar University
Educational Technology Leadership Internship

Part 1

Field-based Activities Weekly Report

Instructions: Enter the total number of internship hours that you had worked at the start of the week in the upper right cell. Remember that you must log a **minimum of 50 hours** of field-based experience. For each day, enter a brief description of your internship activities for that day in the top row. Remember to include the ISTE Technology Facilitation standards. Use the second row for each day to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the day.) Enter the hours you worked for each day at the end of the row. Total the week's hours, then enter the total number of internship hours that you have worked as of the end of the week.

Date: November 7, 2010- November 13, 2010		Total Internship hours at the start of the week:	78.25
Day	Functions		Hrs
Mon	Day's Activities		
	Communication with Supervisor		
Tue	Day's Activities		
	Communication with Supervisor		
Wed	Day's Activities		
	Communication with Supervisor		
Thur	Day's Activities	Walk through with Desert Communications to evaluate infrastructure upgrade needs. Get second proposal. Traveled to Levelland to look at some of Desert's work.	8
	Communication with Supervisor		
Fri	Day's Activities		.5
	Communication with Supervisor	Gave a review of Desert's findings.	
Sat	Day's Activities		
	Communication with Supervisor		
Sun	Day's Activities		
	Communication with Supervisor		
Hours worked this week:			8.5
Total internship hours to date including this week:			80.75

This project was an ongoing project throughout the year. I did not log all the hours. I spent well over 2 hours every day throughout the school year. I have spent at least 300 hours on this project so far. The completion of the project should be around the middle of July, 2011.

Bringing back to life a network infrastructure that is outdated and has been neglected for many years is a huge undertaking. I cannot believe the knowledge I have gained from this project. The amount of hours I reported on this project is just a fraction of the amount of total hours invested in this project.

I am blessed that the administration and school board have placed a great deal of confidence in myself to take on this endeavor. I felt as if my knowledge of the subject was not sufficient for such a large project, but I realized quickly that I was the most qualified in the district to complete this project, as most administrators have limited knowledge and understanding in the area of technology infrastructure.

This project required me to gain knowledge not only about the requirements for a good technology infrastructure, but also about funding. I gained a great deal of understanding of how E-rates works and how it would apply to this particular project at my particular school. I have learned more in a short period of time on this project than anything else I have ever done. This is a great experience.

I am extremely excited about the completion of this project. Upon completion, there will be so many avenues opened up for technology use and learning in the classroom.